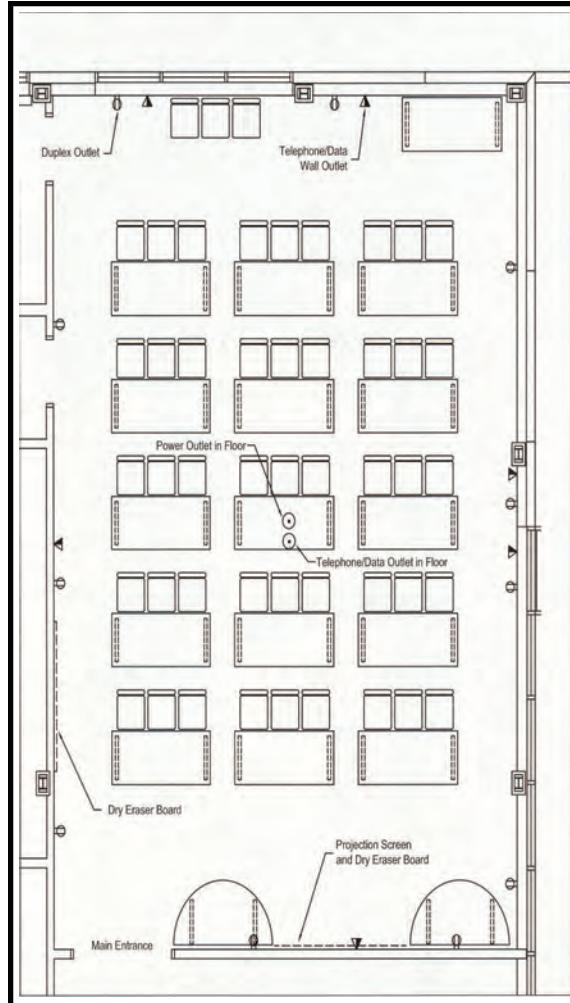


## **Community Meeting Room Use Policy For Non-City Activities**

The City of Gillette provides a community meeting room for use by the general public.

When not reserved for city activities, the community meeting room in the new City Hall addition is available to local community organizations and committees under guidelines approved by the City Administrator.

Building supervisors have the right to revoke privileges of outside groups at any time for just cause.



The community meeting room has a maximum seating capacity of 80 people theater style or 48 using tables. The room is 28' x 40'.

The community meeting room is equipped with a 10' drop down projection screen and a 16' dry erase board below the screen. There is also an 8' dry erase board with 4' cork board on each side.



**City of Gillette**

**COMMUNITY MEETING  
ROOM POLICY  
201 E. 5TH STREET  
GILLETTE, WYOMING 82716  
(307) 686-5232**

**Hours:  
Monday - Friday  
6:30 a.m. — 10:00 p.m.**

## Policies

- The community meeting room will be available for use only during the hours of 6:30 a.m.—10:00 p.m.
- The community meeting room is available to groups whose headquarters are in, or who provide services to residents of, Campbell County.
- The community meeting room is available to non-profit organizations for educational, cultural and other meetings of interest to the general public.
- For-profit organizations may use the community meeting room for staff training, interviewing, staff activities, and for public information, but not for sales or solicitation.
- Approval will only be granted for a single meeting or for a brief series of meetings extending no longer than two weeks. The community meeting room is not intended for a group's regular meeting place.
- There is no fee for community meeting room use, however there is a fee for the use of any City electronic equipment. See community meeting room rule #7. This fee is payable in advance and is non-refundable unless cancellations are made at least 30 days in advance. The fee is \$30 for the first three hours scheduled and \$10 for every hour thereafter. Arrangements for personnel to operate the electronic equipment will be made by the City.
- Organizations may charge a cost recovery fee for their programs. At no time will the City staff be involved in the collection of such fees.
- The community meeting room is designed for changing events open to diverse groups and cannot be reserved exclusively for long-term exhibition or display purposes.
- Simple refreshments such as coffee and cookies may be served, however users must provide their own utensils and supplies. Trash receptacles are available for use. No alcoholic beverages are allowed.
- The City is not responsible for accidents, injury or loss resulting from use of the meeting room.
- Specific rules governing the community meeting room are established by the City Administration and supervised by City staff.

## Community Meeting Room Rules For Non-City Activities

1. Community meeting room reservations are taken and cancelled in Police Administration (686-5232) from 8:00 a.m. through 5:00 p.m. Monday through Friday.
2. An officer of each group utilizing the community meeting room is required to fill out the community meeting room agreement form. Minors may use the community meeting room with the supervision of an adult who is responsible for the behavior of the minors and treatment of city property.
3. Community meeting room use must be in accordance with approved policies. Any use other than that specified on the use agreement will result in the immediate cancellation of all present and future reservations for the organization.
4. The community meeting room should be reserved two weeks in advance, but not more than three months in advance. No more than a single meeting or a brief series of meetings may be on the schedule at any one time even though a group may hold meetings frequently.
5. One half hour is allowed for set-up of equipment, chairs, tables, coffee pot, etc. Set-up for meetings may begin no earlier than 6:30 a.m. Monday through Friday. Meetings may begin no earlier than 7:00 a.m. Monday through Friday. All meetings must end 15 minutes prior to closing time at 10:00 p.m.
6. The community meeting room chairs and tables have been set in standard arrangements. Users are responsible to set the room to suit their specific needs and return the furniture to the standard arrangement at the close of their meeting.
7. All supplies for a meeting are the responsibility of each user (i.e., paper, pencils, tape, scissors, markers, etc.) A pull down screen, white board, and white board pens are provided. The electronic equipment fee includes the use of a video projection unit, VCR, DVD player, TV, VCR, microphones, videotaping, satellite, and broadcasting capabilities.
8. Light refreshments may be served but are the responsibility of the party using the room. The community meeting room cannot accommodate luncheons, dinners or similar functions. All users must bring their own supplies (i.e. coffee, cups, napkins). A pop machine is located in the Police Department lobby. Absolutely no food is allowed in the equipment room located in the back of the community meeting room.
9. No tobacco product use is allowed.
10. Groups are encouraged to check the community meeting room prior to the date of the meeting to make sure it conforms to the use desired.
11. Users are expected to pick up any clutter before leaving. Users may be charged for excessive cleanup or damage in the event the community meeting room is left in an unacceptable condition. Damage resulting from room use will result in immediate cancellation of all present and future reservations for the organization.
12. The City does not provide babysitting services. Those attending meetings are responsible for supervising their children. Organizations whose members' children are habitually unsupervised will lose their meeting room privileges.
13. City of Gillette staff does not take telephone messages for people attending meetings. Attendees should use break time to make phone calls or make other arrangements for contacts.
14. City of Gillette activities have first priority therefore the City of Gillette reserves the right to cancel any outside events as needed.